
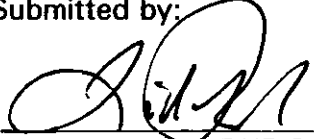
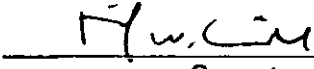




RECORD RETENTION SCHEDULE CHANGE REQUEST

Revised 3/00

1. Title of Record Series Accounting Records for Child Support Enforcement	
2. Division/Office Section	Office of Financial Services Child Support Enforcement
3. Action desired: Revise Schedule Change title from: "Child Support Payment Ledger and Receipt Files" to "Accounting Records for Child Support Enforcement." Revised content of record.	
4. Retention Schedule Number	79-166
Approval Date 9/9/79	
<i>The information contained on this form and the related "Record Series" form is consistent with the requirements of the Georgia Records Act (O.C.G.A. 50-18-90 et seq.) and with other relevant laws and requirements.</i>	
5. Authorized by:	
 Division/Office Director	<u>7/19/01</u> Date
6. Submitted by:	
 DHR Records Manager	<u>7/31/01</u> Date
7. Approved by:	
 Secretary of State Designee	<u>8/14/01</u> Date

Title of Record Series	Accounting Records for Child Support Enforcement	Division/ Office	OFS
		Section	CSE
		Date Created:	1979
Purpose/ Function	Documents related to collecting payments from non-custodial parents for the support of their children and for disbursement of those collections in accordance with Federal Regulations.		

Approved Retention Schedule Number	79-166	Approval Date:	9/19/79	Revision Date:	7/19/01
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The following requires the series to be kept:

State Law		Audit Period		Years
Federal Regulation		Administrative Need		Years
Federal Law	4	Other		Years

If Other, Explain

with the exception that if any litigation, claim, financial management review, or audit is started before the expiration of the three year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

Cite Specific Law/ Regulation	45 CFR Section 74.53 --3 years from the date of submission of the annual financial report
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Title of Record Series **Accounting Records for Child Support Enforcement** Division/ Office **OFS**
Section **CSE**
Date Created: **1979** Date Ended:

Purpose/ Function **Documents related to collecting payments from non-custodial parents for the support of their children and for disbursement of those collections in accordance with Federal Regulations.**

Total Components: **1** Component Number **1**

Component Title **Paper Copy**

Confidential **yes**

If Confidential, Cite Law(s) **O.C.G.A. 19-11-30**

If Confidential, Cite Safeguards **CSE Procedure 80.3., Application and procedures for Access**

Custodian (position title) **Program Assistant**

Custodian (current name) **Beverly Jones**

Medium **paper**

If Other Medium, Explain

Arrangement **other**

If Other Arrangement, Explain **By report name, then chronological by date, most recent on top**

Unit **fiscal year**

If Other Unit, Explain

Equipment/ Supplies **none**

File/Record Content

1. Daily Journal Report
2. Deposit List Report
3. SIDF70PR Batch Status Report
4. SIDFA2PE Federal Tax Intercepts Details
5. Federal Tax Intercepts Received Report
6. Federal Tax Intercepts Adjustment Report
7. SIDFS2PE State Tax Intercepts Details
8. SIDFE1PR Unemployment Intercepts Details
9. EFT Details Report

Volume/Unit **125**

Access (who)

Monthly Reference

Current Unit **60**

Unit 2 **<1**

Unit 3 **<1**

Original/ Copy **original**

If Copy, Where is Original Stored?

Disposition

Cut off at **end of fiscal year**

Hold in current files area **0** years; then

Transfer to **State Records Center**

4 years; then

Destroy? **yes**

Other Instructions **Records shall be retained until all audit questions are resolved.**

Other Information

The Department of Administrative Services maintains an electronic copy of this information.

Memorandum

To: David Carmicheal

CC:

From: Andrew Taylor



Date: 8/14/2001

Re: DHR Retention Schedule Change

The attached Retention Schedule change requested by the Department of Human Resources for Schedule 79-166 meets Criteria A as approved by the Records Committee on August 23, 1994.

I recommend your approval.



Secretary of State
Department of Archives and History
330 Capitol Avenue, S.E.
Atlanta, Georgia 30334
www.sos.state.ga.us

Cathy Cox
SECRETARY OF STATE

Edward Weldon
DIRECTOR
(404) 656-2358
INFORMATION (404) 656-2393
FAX (404) 657-8427
<http://www.sos.state.ga.us/archives>

**CRITERIA FOR ADMINISTRATIVE APPROVAL
OF
RETENTION SCHEDULE APPLICATIONS**

- Criteria A:** Applications to make minor modifications to established records retention schedules **that will not change the total retention period of the records series.**
- Criteria B:** Applications covering records that document the same or similar function as that of a records series for which the Committee has already approved a retention schedule.
- Criteria C:** Applications covering specific administrative and agency programmatic records for which state or federal law, rule, or regulation, prescribes a specific retention period.
- Criteria D:** Applications covering records that document an agency function or activity which has been discontinued or transferred to another agency.

STATE RECORDS COMMITTEE APPROVAL:

The State Records Committee authorizes its support staff to approve, administratively, the records retention schedule applications which meet Criteria A, B, C, and/or D specified above.

Approved, August 23, 1994



Georgia Department of Human Resources • Two Peachtree Street NW • Suite 29-493 • 404-656-0999 • FAX 404-656-0709

Gary B. Redding, Acting Commissioner

Office of Facilities and Support Services

August 9, 2001

MEMORANDUM

TO: Andrew Taylor

FROM: Linda Patrick 

RE: Retention Schedule Revisions



I am enclosing forms that indicate that we wish to revise two of our schedules. As we discussed previously, we are entering our records management information into an Access database. I have enclosed printouts from this database. The information on the printouts is not necessarily complete as some data may be hidden. I will forward to you an electronic copy of the complete information.

X Please note that for schedule number 79-166, we do not request a change in the retention period - but rather we changes the title of the series and changed the content of the record to reflect current practice.

The changes for schedule number 74-403A involve a change in the place of retention, but not the retention period. The records will be held at the Skyland Center for 100 years, then transferred to the State Record Center for permanent retention (instead of 10 years local, then transfer to the Archives Building.)

Please let me know if we need to change anything about our process. We, of course, anticipate that we will have many more changes in the near future.

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date August 21, 1979		Office of Administrative Services Child Support Recovery Unit Collection and Distribution 618 Ponce de Leon Avenue, N. E. Atlanta, Georgia 30308		Application Number 79-166	
Application Number DHR-39				Date Received AUG 24 1979	Date Completed SEP 19 1979
2. Person to Contact Rodney Hicks		Working Title Principal Accountant		Telephone Number 894-4127	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>74-265-A</u> Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest 7/1/74		5. Records Series Title (followed by title used in office; if different) Latest to present Child Support Payment Ledger and Receipt Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Administrative Services is responsible for providing administrative support to the Department. This includes: General Support Services; Data Processing and Management Information Systems; Personnel Services; Grants Development and Management; Contracts Management; and Child Support Recovery. The Child Support Recovery Unit, in accordance with the 1967 Social Security Act and the Georgia Child Support Recovery Act, has the responsibility to locate deserting parents; to secure commitment of child support from such parents; to collect and disburse child support payments; and to enforce the support obligation of the absent parent.					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: collecting payments from deserting parents for support of their child(ren), who receive public assistance; and distributing those funds to the proper authorities. Included are: form 5708 (Absent Parent Case Information) which shows whether case is new or being changed; case number; absent parent name, address, Social Security number; amount of budgeted support; recipient name; case status; and other information. Also, form 5679 (Absent Parent Obligation Information) which shows whether case is new or being changed; name of absent parent; name of recipient; case number; number of children; payment source; collection basis; paternity/ obligation; arrears indicator; collection due; court ordered arrears; and enforcing court. The file is arranged : microfiche - by case number					
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>6 yearly</u> twenty-five months and older <u>4 yearly</u>					
9. Annual Rate of Accumulation or Records Letter-size drawers ; Legal-size drawers ; Shelves ; Other (Specify) approximately 12 cubic feet					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <u>contain names of clients</u>
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed? COM
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>18</u> months |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

for purposes of reference and audit

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Microfiche (COM)

Cut off file at end of each fiscal year; hold in current files area 18 months, or until information is no longer needed; then destroy.

Cut off file as follows:

Magnetic Tape - Master File
(data from forms 5708 and 5679)

Updated on monthly basis - tape to be maintained by DOAS Computer Center.

Forms 5708 and 5679

Destroy when information is placed on magnetic tape.

These instructions apply to all prior and future accumulations of the series.

Note: Records shall be retained until all audit questions are resolved.

- Printouts (received monthly)
(selected data from forms 5679 and 5708)
- HRCS 0815R1 (Jurisdiction Incentive Detail) unnumbered (Child Support Collection Register)
- HRCS 0810R2 (Collection and Distribution Summary)
- HRCS 0810R3 (Distribution of Current Payment)
- HRCS 0810R4 (Suspense Release and Correctives)
- HRCS 0810R5 (Reimbursement Allocation Report)
- Cut off file at end of each fiscal year; hold in current files area 6 months; transfer to State Records Center; hold 4 years; then destroy.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Tracy Teal</i>	8-17-79	<i>Elizabeth W. Crank</i>	8/13/79

Elizabeth W. Crank, CRM

State Records Committee (Signature)

Date

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

State Auditor/Designee

Secretary of State/Designee

Attorney General/Designee

9-13-79
9-11-79
9-15-79